

A. Sample Letters Notifying Victim of Procedures and Rights

The following sample letters fulfill the requirements explained in Section 7.6(A) and (C). The first sample letter fulfills the requirements explained in Section 7.6(A), and the second and third letters fulfill the requirements explained in Section 7.6(C).

November 27, 2000

Ms. Vanessa Thompson
123 Apple Avenue
Saint Johns, MI 48879

RE: The People of the State of Michigan v. David Defendant
2000001539

Dear Ms. VICTIM:

We were sorry to learn about the recent assault on you. Our office has charged the defendant with the following crime(s):

DOMESTIC VIOLENCE - AGGRAVATED

The Michigan Crime Victim's Rights Act gives you the right to participate in the processing of this case in the courts. We have enclosed pamphlets which describe: (1) the steps followed in processing a criminal case, (2) your rights under the Michigan Crime Victim's Rights Act, and (3) information about Crime Victim's Compensation. Be advised that compensation is only available for expenses you had that resulted from a personal injury. Please read this information so you will be informed about your legal rights.

If you wish to exercise your rights, please complete and return the enclosed form. Be sure to include your telephone number and address. In order for us to contact you in the future, you must notify us of any change in your address or phone number.

If you or a member of your family are threatened by the defendant, contact the police and the prosecutor's office immediately. The police will make a report to this office for possible criminal charges. The prosecutor in your case may ask the court to revoke Defendant's bond.

Should you have any questions regarding your rights or this case, please contact your victim advocate, Jen Advocate, at (517) 334-6060. Please indicate the case number, name of the defendant, and your name when calling our office for information.

Thank you for your assistance.

Sincerely,

Paul Prosecutor
Michigan County Prosecutor

PP/rjh

Sample Letters Notifying Victim of Procedures and Rights (continued)

November 28, 2000

Mr. Paul Pool
123 Perky Road
Lansing, MI 48910

RE: The People of the State of Michigan v. John Tiny
2000001553

Dear Mr. Pool:

We were sorry to learn about the recent assault on you. The Michigan Crime Victim's Rights Act gives you the right to participate in the processing of this case in the courts. We have enclosed pamphlets which describe: (1) the steps followed in processing a criminal case, (2) your rights under the Michigan Crime Victim's Rights Act, and (3) information about Crime Victim's Compensation. Be advised that compensation is only available for expenses you had that resulted from a personal injury. Please read this information so you will be informed about your legal rights.

Please be advised the defendant pled guilty to the following charges:

ASSAULT - AGGRAVATED

The defendant will be sentenced at the following date, time and place: December 18, 2000 at 9:00 AM, 135 Stockbridge Ave., Kalamazoo, MI

Your impact statement may be made in writing, or given orally.

If you or a member of your family are threatened by the defendant, contact the police and the prosecutor's office immediately. The police will make a report to this office for possible criminal charges. The prosecutor in your case may ask the court to revoke Defendant's bond.

Remember to keep us informed of any changes in your address or phone number, and if you have any questions regarding your rights or this case, please contact your victim advocate, Jen Advocate, at (517) 334-6060. Please indicate the case number, name of the defendant, and your name when calling our office for information.

Thank you for your assistance.

Sincerely,

Paul Prosecutor
Michigan County Prosecutor

PP/rjh

Sample Letters Notifying Victim of Procedures and Rights (continued)

November 28, 2000

Ms. Cindy Jones
123 Grinch Blvd.
Lansing, MI 48911

RE: The People of the State of Michigan v. Gary Green
2000001553

Dear Ms. Jones,

We were sorry to learn about the recent assault on you. The Michigan Crime Victim's Rights Act gives you the right to participate in the processing of this case in the courts. We have enclosed pamphlets which describe: (1) the steps followed in processing a criminal case, (2) your rights under the Michigan Crime Victim's Rights Act, and (3) information about Crime Victim's Compensation. Be advised that compensation is only available for expenses you had that resulted from a personal injury. Please read this information so you will be informed about your legal rights.

In addition, a Victim Impact Statement has been enclosed. It is important that you have the opportunity to tell the court how this crime has affected you and those around you. I urge you to complete the Impact Statement within three (3) days and mail the form to my office in the enclosed self-addressed stamped envelope. This Impact Statement will be used by the court at the time of sentencing.

Please be advised that the defendant was arraigned and plead not guilty to:

DOMESTIC VIOLENCE

A District Court Pretrial date has been set for December 20, 2000 at 11:00 AM, 135 Stockbridge Ave., Kalamazoo, MI in Courtroom 3, before Hon. Ward Justice.

In order to keep you advised of any movement in this case, it is essential that you keep my Victim Advocates informed of any change in your address or telephone number. If you have any questions regarding your rights as a crime victim or concerns about the case, do not hesitate to contact the Victim Assistance Program at (517) 334-6060.

Sincerely,

Paul Prosecutor
Michigan County Prosecutor

PP/rjh

B. Sample Letter Notifying Victim of Right to Confer With Prosecuting Attorney

The following sample letter fulfills the requirements explained in Section 6.2.

November 28, 2000

Ms. Jessica Miller
123 Bunny Blvd.
Lansing, MI 48911

RE: The People of the State of Michigan v. Peter Thompson
2000004327

Dear Ms. Miller:

As the victim of a crime, you have certain rights under the Michigan Crime Victim's Rights Act. You have been informed of those rights. One of those rights allows you to confer with the prosecutor regarding this case. If you would like to talk with the prosecutor, please call within the next 10 days to schedule an appointment. We are very interested in obtaining your views about this crime and its proper disposition.

Remember to keep us informed of any changes in your address or phone number, and if you have any questions regarding this case, do not hesitate to contact me at (517) 334-6060.

Sincerely,

Jennifer L. Advocate
Victim/Witness Coordinator

JJ/rjh

C. Sample Letter Notifying Victim of Scheduled Court Proceedings

The following sample letter fulfills the requirements explained in Section 7.7.

November 27, 2000

Ms. Val Smith
1234 Northshore Drive
Lansing, MI 48917

RE: The People of the State of Michigan v. Charles Manning
2000001536

Dear Ms. Smith:

The following court proceeding(s) has/have been scheduled. All District Court hearings are held at the courthouse on the main level.

You are welcome to be in court for any or all court dates but your attendance is not required unless the prosecuting attorney has specifically notified you by telephone or by subpoena to appear. If you will be appearing, please contact me so I can inform the prosecutor. Please dress appropriately. Do not bring young children to the courtroom.

District Court Pretrial
11/30/2000 at 10:00 AM
before Hon. Quinn E. Benson
Kalamazoo City District Court
416 S. Rose Street
Kalamazoo, MI 49007

District Court Trial
12/25/2000 at 9:00 AM
before Hon. Quinn E. Benson
Kalamazoo City District Court
416 S. Rose Street
Kalamazoo, MI 49007

A Pretrial is an informal meeting in a conference room between the assistant prosecuting attorney and defense attorney to determine whether the case is ready to go to trial or whether it can be settled by a plea agreement.

Remember to keep us informed of any changes in your address or phone number, and if you have any questions regarding this case, please contact me at one of the numbers listed below.

Thank you for your assistance.

Sincerely,

Jennifer L. Advocate
Victim/Witness Coordinator

JJ/rjh

D. Sample Letter Notifying Victim of Conviction and Right to Participate in Sentencing

The following sample letter fulfills, in part, the requirements explained in Sections 7.9(A) and (C).

November 27, 2000

Ms. Jenny Johnson
123 E. Fourth Street
Lansing, MI 48911

RE: The People of the State of Michigan v. Jimmy Johnson
2000001540

Dear Ms. Johnson:

Please be advised this defendant was convicted of the following crimes:

CRIMINAL SEXUAL CONDUCT - SECOND DEGREE ASSAULT

DOMESTIC VIOLENCE - AGGRAVATED

The defendant will be sentenced at the following date(s), time(s) and place(s):

December 25, 2000 at 11:00 AM, 135 Stockbridge Ave., Kalamazoo, MI

January 06, 2001 at 9:00 AM, 135 Stockbridge Ave., Kalamazoo, MI

The sentencing hearings scheduled above will begin at approximately 11:00 and 9:00. There may be other sentencings scheduled at that time. Your sentencing may be the first to be heard, it may be the last to be heard. Please arrive promptly at 11:00 and 9:00.

I would personally like to thank you for completing and returning the Victim Impact Statement form and hope that you will feel free to contact us if you need assistance in the future. If you wish to make any additional written comments to the sentencing judge, please mail them to me at least one week before the sentencing date.

We would like to thank you for all of your help on the case. Without the help of citizens like yourself, our criminal justice system and this office could not function. Remember to keep us informed of any changes in your address or phone number, and if you have any questions please contact me at one of the numbers listed below and reference case number 2000001540.

Sincerely,

Jennifer L. Advocate
Victim/Witness Coordinator

JJ/rjh

E. Sample Letters Regarding Prisoner's Status

The following sample letters fulfill, in part, the requirements explained in Sections 7.12 and 7.12(A), above.

November 27, 2000

Ms. Maria Mullins
8635 True Trail
Clifford, MI 48727

RE: The People of the State of Michigan v. Maury Mullins
2000001542

Date of Sentence: 11/05/2000

Dear Ms. Mullins:

This is to advise you of the outcome of this case.

MAURY MULLINS

SENTENCE:

Counseling : 12 Months

County Jail : 1 Years

Fine & Cost amount owed: \$10,000

You are entitled to information regarding the defendant(s) status while he/she is incarcerated. If you want to receive this information, please contact this office or fill out the enclosed form and send it to:

Eaton County Sheriff's Department
1025 Independence Blvd.
Charlotte, MI 48813
(517) 543-3512 or (517) 372-8218

As of yet, a Victim Impact Statement Form has not been received from you. Although the case has been completed, it is still important for you to tell us how this crime has affected you. I urge you to complete the enclosed Victim Impact Statement Form and mail it back to us as soon as possible. If you have any questions about this matter, please feel free to contact a Victim Advocate at one of the numbers listed below.

The defendant has the right to appeal the matter to the Michigan Court of Appeals. The defendant has 14 days to file for Leave to Appeal. We will keep in contact with you if that should occur.

Should you have any questions regarding this case, please call me at one of the numbers listed below and reference case number 2000001542.

Sincerely,

Jennifer L. Advocate
Victim/Witness Coordinator

Sample Letters Regarding Prisoner's Status (continued)



VICTIM'S RIGHT NOTIFICATION FORM

Victim _____ Case # _____

In accordance with the Victim's Right Act of 1985, below is the requested information from the Monroe County Sheriff Office's pertaining to release date or release of custody from the Monroe County Jail.

Inmate _____ has a calculated out-date of _____

Inmate _____ was released on _____
due to the following reasons:

_____ Substance Abuse Treatment

_____ Probation Residential Center

_____ Escape

_____ End of Sentence

Comments _____

Issuing Officer _____ Date _____

•MISSION STATEMENT•

"TO PREVENT UNLAWFUL ACTIVITY, ENSURE INDIVIDUAL RIGHTS, AND PROMOTE A SAFE AND SECURE ENVIRONMENT"